



**Indiana Pro Bono Commission**  
230 East Ohio Street, 4<sup>th</sup> Floor  
Indianapolis, IN 46204

**Indiana Bar Foundation**  
230 East Ohio Street, Suite 110  
Indianapolis Indiana, IN 46204

**COMBINED 2002 DISTRICT REPORT, 2004 PRO BONO GRANT  
APPLICATION, AND 2004 PLAN**

**Pro Bono District: 8**

**Applicant: HEARTLAND PRO BONO COUNCIL**

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**Judicial Appointee:** Hon. David J. Dreyer

**Plan Administrator:** Laurie Beltz Boyd

**Names of Counties served:** Boone, Hamilton, Hancock, Hendricks, Johnson,  
Marion, Morgan, and Shelby

**Amount of grant received for 2002:** \$177,669.75

**\* Amount of grant unused from 2002 and previous years:** \$54,671

**\* Amount of grant unused but committed to expenses in 2003:** \$54,671

**Amount of grant received for 2003:** \$101,420

**Amount requested for 2004:** \$184,000

**\* Please submit request for approval to the Indiana Bar Foundation.**

<b>PRO BONO DISTRICT NUMBER 8 LETTER OF REPRESENTATION</b>
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**The following representations**, made to the best of our knowledge and belief, are being provided to the Indiana Pro Bono Commission and Indiana Bar Foundation in anticipation of their review and evaluation of our funding request and our commitment and value to our Pro Bono District.

**Operation under Rule 6.5**

In submitting this application for funding, this district is representing itself as having a Pro Bono Plan, which is pursuant to Rule 6.5 of the Indiana Rules of Professional Conduct. The plan enables attorneys in our district to discharge their professional responsibilities to provide civil legal pro bono services; improves the overall delivery of civil legal services to persons of limited means by facilitating the integration and coordination of services provided by pro bono organizations and other legal assistance organizations in our district; and ensures access to high quality and timely pro bono civil legal services for persons of limited means by (1) fostering the development of new civil legal pro bono programs where needed and (2) supporting and improving the quality of existing civil legal pro bono programs. The plan also fosters the growth of a public service culture within the our district which values civil legal pro bono publico service and promotes the ongoing development of financial and other resources for civil legal pro bono organizations.

We have adhered to Rule 6.5 (f) by having a district pro bono committee composed of:

- A. the judge designated by the Supreme Court to preside;
- B. to the extent feasible, one or more representatives from each voluntary bar association in the district, one representative from each pro bono and legal assistance provider in the district, and one representative from each law school in the district; and
- C. at least two (2) community-at-large representatives, one of whom shall be a present or past recipient of pro bono publico legal services.

We have determined the governance of our district pro bono committee as well as the terms of service of our members. Replacement and succession members are appointed by the judge designated by the Supreme Court.

Pursuant to Rule 6.5 (g) to ensure an active and effective district pro bono program, we:

- A. prepare in written form, on an annual basis, a district pro bono plan, including any county sub-plans if appropriate, after evaluating the needs of the district and making a determination of presently available pro bono services;

- B. select and employ a plan administrator to provide the necessary coordination and administrative support for the district pro bono committee;
- C. implement the district pro bono plan and monitor its results;
- D. submit an annual report to the Commission; and
- E. forward to the Pro Bono Commission for review and consideration any requests which were presented as formal proposals to be included in the district plan but were rejected by the district committee, provided the group asks for review by the Pro Bono Commission.

### **Commitment to Pro Bono Program Excellence**

We also understand that ultimately the measure of success for a civil legal services program, whether a staffed or volunteer attorney program, is the outcomes achieved for clients, and the relationship of these outcomes to clients' most critical legal needs. We agree to strive for the following hallmarks which are characteristics enhancing a pro bono program's ability to succeed in providing effective services addressing clients' critical needs.

- 1. Participation by the local bar associations.** The associations believe the program is necessary and beneficial.
- 2. Centrality of client needs.** The mission of the program is to provide high quality free civil legal services to low-income persons through volunteer attorneys. Client needs drive the program, balanced by the nature and quantity of resources available. The staff and volunteers are respectful of clients and sensitive to their needs.
- 3. Program priorities.** The program engages in a priority-setting process, which determines what types of problems the program will address. Resources are allocated to matters of greatest impact on the client and are susceptible to civil legal resolution. The program calls on civil legal services and other programs serving low-income people to assist in this process.
- 4. Direct representation component.** The core of the program is direct representation in which volunteer attorneys engage in advocacy on behalf of low-income persons. Adjunct programs such as advice clinics, pro se clinics and paralegal assistance are dictated by client needs and support the core program.
- 5. Coordination with state and local civil legal service programs and bar associations.** The programs work cooperatively with the local funded civil legal services programs. The partnerships between the civil legal services programs and the local bar association results in a variety of benefits including sharing of expertise, coordination of services, and creative solutions to problems faced by the client community.
- 6. Accountability.** The program has mechanisms for evaluating the quality of service it provides. It expects and obtains reporting from participating attorneys concerning the progress/outcome of referred cases. It has the capability to demonstrate compliance with requirements imposed by its funding

source(s), and it has a grievance procedure for the internal resolution of disputes between attorneys and clients.

**7. Continuity.** The program has a form of governance, which ensures the program will survive changes in bar leadership, and has operational guidelines, which enable the program to survive a change in staff.

**8. Cost-effectiveness.** The program maximizes the level of high quality civil legal services it provides in relationship to the total amount of funding received.

**9. Minimization of barriers.** The program addresses in a deliberate manner linguistic, sensory, physical and cultural barriers to clients' ability to receive services from the program. The program does not create undue administrative barriers to client access.

**10. Understanding of ethical considerations.** The program operates in a way which is consistent with the Rules of Professional Conduct; client confidentiality is assured and conflicts of interest are avoided.

**11. ABA Standards.** The program is designed to be as consistent with the ABA Standards for Programs Providing Civil Pro Bono Legal Services to Persons of Limited Means as possible.

No events, shortages or irregularities have occurred and no facts have been discovered which would make the financial statements provided to you materially inaccurate or misleading. To our knowledge there is nothing reflecting unfavorably upon the honesty or integrity of members of our organization. We have accounted for all known or anticipated operating revenue and expense in preparing our funding request.

We agree to provide human-interest stories promoting Pro Bono activities in a timely manner upon request of the Indiana Bar Foundation or Indiana Pro Bono Commission. We further agree to make ourselves available to meet with the Pro Bono Commission and/or the Indiana Bar Foundation to answer any questions or provide any material requested which serves as verification/source documentation for the submitted information.

**Explanation of items stricken from the above Letter of Representation:**  
**It is understood that this Letter does not replace the Grant Agreement or other documents required by the Indiana Bar Foundation or Indiana Pro Bono Commission.**

**Signatures:**

\_\_\_\_\_  
**Judicial Appointee Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Plan Administrator Signature**

\_\_\_\_\_  
**Date**

## 1. 2002 Progress Report Summary

Chaired by the Hon. David J. Dreyer, Heartland Pro Bono Council, Inc. comprises Marion and the seven contiguous counties in central Indiana. Representing the largest constituency for pro bono services in the state, Heartland supports and coordinates services with seven major legal services providers and nine bar associations.

In its second active year of operation, Heartland Pro Bono Council has built on its success in the recruitment of pro bono attorneys in District 8. With the commitment of more law firms to full firm pro bono participation, Heartland hopes to decrease even further the unmet needs of indigent Hoosiers in civil cases. Heartland is actively collaborating with the county bar associations and all the legal service providers in Central Indiana to expand their access to legal volunteers by offering free support services, mediation, free training seminars and reimbursement of expenses. Heartland has also continued its collaborative efforts with the I.U. School of Law-Indianapolis and the Indiana Paralegal Association to recruit and train students and paralegals to assist attorneys on pro bono cases. These cooperative ventures have helped coordinate and expand services plus diminish the time and cost of training and other program expenses.

In its continuing efforts to reduce the legal needs of Hoosiers of limited means, Heartland is assisting the Neighborhood Christian Legal Clinic in its preventative legal educational programs entitled "Empowerment Mondays." This exciting program will now be able to expand its offerings throughout various Indianapolis neighborhoods to educate its residents about traffic laws, family law, protective orders, consumer law, housing problems, and many other issues confronted by the low-income and growing Hispanic communities.

In November Heartland hosted a Pro Bono Award recognition event at the I.U. School of Law. This was a unique joint session of the judiciary to honor the multiple volunteer attorneys who demonstrated extraordinary pro bono commitment. Heartland participated with the Indiana State Bar Association to maintain the Operation Enduring Lamp, a program for Indiana reservists and worked with the Pro Bono Committee on the statewide program Talk to a Lawyer Today.

Through the IOLTA grant award, Heartland has been able to find representation for hundreds of Hoosiers who might otherwise have gone unrepresented

## **2. 2004 Grant Request**

Heartland continues to maintain and build cooperative relationships with the existing legal service providers and bar associations throughout its eight-county district in central Indiana. Through Heartland's financial support of the Pro Bono Coordinators at the I.U. School of Law and the Protective Order Pro Bono Project, the continued funding support for preventative legal education through the Neighborhood Christian Legal Clinic, and the support to the surrounding county bar associations' independent intake and referral programs, Heartland's Board of Directors is striving to build and expand the culture of pro bono in central Indiana.

Heartland will continue to offer free poverty law related training seminars with local legal service providers to train and recruit attorney volunteers. Heartland is exploring several unique recruitment strategies with the county bar associations to enlist the assistance of the local judiciary in its recruitment efforts. Heartland's annual recognition event and awards presentation for exemplary pro bono service will take place in the fall at the I.U. Law School.

Heartland plans to develop a pro bono strategy and campaign to recruit attorneys to pro bono. In addition to the modifications of the statewide Pro Bono Commission video to highlight only District 8, Heartland's Plan Administrator is exploring with the other Plan Administrators the sharing of production costs for other recruitment and promotional products.

If a volunteer attorney accepts a pro bono case, he will have access to the following services and opportunities:

1. Reimbursement of litigation expenses;
2. Malpractice insurance coverage;
3. Law Student and Paralegal assistance;
4. Access to a panel of legal experts for guidance;
5. Pro bono civil and family law mediators;
6. Free depositions;
7. Free investigative services;
8. Free Lexis research;
9. Courtroom experience; and the
10. Satisfaction that comes from helping those who need it most.

Heartland strives to undertake a multiple-pronged approach to recruit, train, and recognize attorneys who donate their time and expertise to pro bono. Through its continued efforts, Heartland plans to develop a culture of pro bono so that every attorney will include pro bono in their professional lives.

## **2002 Achievements and Activities**

### **A. OVERVIEW**

Heartland Pro Bono Council, Inc. has now been actively engaged in a wide-range of pro bono activities for over the past 12 months with the employment of Laurie Beltz Boyd as the Plan Administrator. Judge David J. Dreyer, the appointed Chairman of Heartland Pro Bono Council, has been working with his Council members since 1999 to assess the legal needs in District 8, the current services provided, and how Heartland could most effectively assist the in the coordination, growth and recruitment of pro bono services to the low income citizens residing in the eight counties of the district.

Heartland's primary mission has always mirrored the goals set out in Rule 6.5 of the Indiana Rules of Professional Conduct, which are as follows:

- (1) To enable Indiana attorneys to discharge their professional responsibilities to provide civil legal pro bono services;
- (2) To improve the overall delivery of civil legal services to persons of limited means by facilitating the integration and coordination of services provided by pro bono organizations and other legal assistance organizations throughout the state of Indiana;
- (3) To ensure statewide access to high quality and timely pro bono civil legal services for persons of limited means by (i) fostering the development of new civil legal pro bono programs where needed and (ii) supporting and improving the quality of existing civil legal pro bono programs;
- (4) To foster the growth of a public service culture within the Indiana Bar which values civil legal *pro bono publico* service; and
- (5) To promote the ongoing development of financial and other resources for civil legal pro bono organizations in Indiana.

District 8 comprises 22% of Indiana residents living below the poverty level, which means that there are more than 120,000 people who are eligible for pro bono services in eight counties. (U.S. Bureau of the Census 2000) The unmet needs for civil legal services were documented several years ago by the United Way Agency, and current service providers continually turn away citizens due to a lack of sufficient resources.

As a result of the size of the low-income population in Marion County alone, numerous service providers and bar associations had already begun addressing the civil needs of the low-income population prior to the statewide implementation of a pro bono program. Therefore, Heartland had the unique challenge to not only assess the unmet needs in central Indiana, but also to assist and supplement the services that were already being provided. A delicate balance had to be achieved to not interfere with the existing programs of the service providers or established bar associations, but to find ways to assist and possibly expand the services being provided. As with most organizations, history, politics, funding competition, and differing guidelines play a significant role in

the ability of these groups to cooperate and coordinate with each other. Hence, Heartland has developed a mission to be the “umbrella “ support organization for the nine county bar associations and seven legal service providers in its District. In addition to providing support services, which are outlined below, Heartland has been able to facilitate greater coordination between agencies and bar associations as well, which benefits each agency as well as the clients and volunteers. Partnering on training, recruitment and recognition between Heartland and the bar association and service providers has been growing, and as a result, even more partnerships among the providers and the private bar have been established.

Heartland incorporated in January 2002 and achieved its not-for-profit status through the pro bono assistance of an Indianapolis corporate attorney. Malpractice coverage for volunteer attorneys was obtained as well as Errors and Omissions coverage for the Board of Directors. Then Heartland obtained its Indiana Sales Tax exemption and nonprofit mail rate from the U.S. Postal Service.

## **B. RECRUITMENT**

In order to alleviate the unmet legal needs of civil clients, Heartland initiated a recruitment drive for attorneys to volunteer to take the cases that the service providers could not handle. The major law firms in Marion County have been contacted and meetings have been held to discuss the various ways in which law firms can participate, and two firms, Ice Miller and Barnes & Thornburg, have made full firm commitments to provide pro bono lawyers for eligible clients. Those two firms alone add an additional 320 lawyer volunteers for District 8. Judge Dreyer and Ms. Boyd have been consulting with other firms in Indianapolis who are interested in developing pro bono initiatives within their firms. The success of full firm participation provides a wonderful example and impetus to other law firms to join the pro bono commitment. A Hamilton County law firm Campbell, Kyle & Proffitt has also made a full firm commitment, including monetary donations from each lawyer to help defray the costs of a coordinator/intake to staff that county. (Appendix A)

Heartland has developed a logo and a professional recruitment brochure in which a wide variety of pro bono activities are listed to provide as many choices and opportunities for lawyers to participate. This brochure has been widely distributed, and was mailed to all attorneys in District 8 accompanied by a letter from the Chief Justice and Judge Dreyer encouraging them to become a pro bono volunteer. (Appendix B) At the close of 2002, Heartland had recruited an additional 223 individual volunteer lawyers for District 8, plus the 320 attorneys available through the two large law firms.

To assist and support pro bono volunteers, Heartland has acquired the following services for the volunteer lawyers and current service providers:

1. Malpractice insurance;
2. Pro Bono Civil & Domestic Mediators;
3. Free depositions donated by three different court reporting agencies;



4. Free service of process and investigation services donated by a local agency;
5. Pro bono paralegal assistance;
6. Law student assistance;
7. Panel of experts/mentors;
8. Legal research and forms on poverty law issues;
9. Pro bono attorneys for legal research; and
10. Reimbursement of litigation expenses

District 8 has 13 legal service providers and active bar associations involved in offering pro bono services to people of limited means. They are:

1. Indiana Legal Services, Inc. (“ILS”)
2. Indianapolis Legal Aid Society (“Legal Aid”)
3. Neighborhood Christian Legal Clinic (“NCLC”)
4. Community Organizations legal Assistance Project (“COLAP”)
5. Child Advocates
6. Kids’ Voice
7. Protective Order Pro Bono Project (POPBP”)021
8. Marion County Bar Association
9. Indianapolis Bar Association (“IBA”)
10. Hamilton County Bar Association
11. Hancock County Bar Association
12. Johnson County Bar Association
13. Shelby County Bar Association

### **C. TRAINING**

In addition to the representation of each of the above-enumerated organizations on the Heartland Board of Directors, each group has worked cooperatively with each other and with Heartland in many new and various ways in 2002. These cooperative ventures help send a unified message to the legal community that that its county bar associations, the law school, and even private law firms contribute to the training, support and recruitment of pro bono attorneys. The following seminars were offered in 2002 providing CLE for free or at a minimal fee in return for the attendee’s agreement to take pro bono cases.

1. Operation Enduring Lamp at ICLEF with the ISBA (6 hours CLE);
2. Domestic Violence Victims with ILS and the Indiana Justice Center at donated space through the American Red Cross (6 hours CLE);
3. Family Law with the IBA, Legal Aid, Kids’ Voice and NCLC (6 hours CLE);
4. Special Education Advocacy with ILS and the Indiana Justice Center (6 hours CLE);
5. Consumer Law with ILS and donated space and advertising by the IBA (6 hours CLE);

6. Hamilton County Bar Association meeting featuring the Chief Justice, Judge David Dreyer, Plan Administrator Laurie Boyd and POPBP; (1 hour free Ethics Credit)
  7. Shelby County Bar Association luncheon (2 hours free CLE) with POPBP and an attorney volunteer from a private law firm;
  8. How to Avoid Guardianships seminar with ILS and Barnes & Thornburg, a large private law firm that donated training space and amenities (6 hours CLE);
  9. Heartland Recognition Event with the IBA and I.U. Law School (one-half hour Ethics); and
  10. Talk to a Lawyer Today seminar at ICLEF (6 hours CLE)
- (Appendix C)

NCLC, Indianapolis Legal Aid Society, Kids Voice, and the IBA worked with Heartland in providing a seminar on Family Law, offering free CLE and lunch if the attendees agreed to take one family law case. During the free lunch, the various local legal service providers addressed the attendees about the numerous ways in which they could contribute their time and legal expertise. There was 100% pro bono participation of the 48 attorneys who attended.

Indianapolis Legal Aid Society has assisted the IBA in the legal research, training materials, and lecturers for its “Ask a Lawyer” program trainings. “Ask a Lawyer” is offered twice throughout the year to the general public at various Indianapolis locations. The volunteer lawyers recruited for the IBA’s free legal advice at Black Expo and Fiesta use these same training materials.

ILS, the Indiana Justice Center and Heartland have partnered on three training seminars. By combining resources, ILS receives support for its organizational and financial needs, while Heartland utilizes existing resources to attract and train pro bono lawyer volunteers. Since ILS offers in-house training for its staff statewide, this partnership has been invaluable in exposing private practice/government attorneys to poverty law training in preparation for their pro bono service. In July 2002 Heartland expanded this partnership by including pro bono participation by a large private law firm through its donation of its training facility and the accompanying amenities.

ILS continues to partner with the Marion County Bar Association by referring family law cases for pro bono representation. Marion County Bar members are notified of all Heartland co-sponsored training seminars and the bar further contributes by lecturing and volunteering with other legal service providers.

Heartland worked closely with the Hamilton County Bar Association in developing its pro bono program and recruitment strategies. This effort was initiated by a unique partnership with the bar association and League of Women’s Voters to host a free CLE training on Ethics in the Noblesville Judicial Center, with the Chief Justice as a keynote speaker, followed by Heartland’s Judge David Dreyer and Laurie Boyd, and

Kerry Bloomquist of the POPBP. This collaboration was successful in recruiting almost 30 volunteer lawyers and raising \$850 for program expenses.

Heartland and the Shelby County Bar Association offered a free CLE training seminar to attract new pro bono volunteers. The executive director of the POPBP lectured on the new protective order statutes and a volunteer attorney in private practice provided the Ethics portion of the program.

The IBA has assisted Heartland these past 12 months by providing free training space in its conference room, free videotaping of seminars, and assistance with the publicity of training events. The IBA promotes these training seminars in its IBA Bulletin, through email blasts to its membership, and in advertising space in the Indiana Lawyer. Additionally, the IBA provides its mailing list to Heartland for district wide mailings. This mailing list includes all eight counties and is maintained and updated by the IBA. This is an invaluable service for Heartland and the other service providers.

The IBA also includes Heartland's activities on its website and has a recruitment page for new pro bono volunteers to register. The bar association's assistance and the technology that the ISBA and Indiana Pro Bono Commission already offer, negates the need for Heartland to pay to develop and maintain a website. (Appendix D)  
[www.indybar.org/benefits2.cfm?category=Pro+Bono+Opportunities](http://www.indybar.org/benefits2.cfm?category=Pro+Bono+Opportunities)

The Plan Administrator is an active participant on the ISBA's Pro Bono Committee and has worked closely with the state bar's pro bono coordinator on developing projects for recruitment and recognition. Heartland has been able to provide the ISBA with note-worthy projects and extraordinary volunteers to highlight in its written and video promotional materials. . Additionally, the ISBA has generously advertised Heartland's CLE training events, which helps to further spread the pro bono message.

"Indiana Operation Enduring Lamp" is a joint project between the ISBA and Heartland. A Heartland volunteer attorney in private practice Carol Comer and the Plan Administrator helped coordinate the free ICLEF training program offered to attorneys statewide about the legal issues governing activated reservists and the impact of the Sailors and Soldiers Relief Act. Ms. Comer addressed the seminar attendees about how they could offer their legal services, and Heartland developed and distributed forms to register these volunteers. Heartland now maintains the database for this program and handles the intake and case referrals. Ms. Comer and Ms. Boyd also attended an attorney reservists training program to discuss this pro bono project and how Heartland can provide private attorneys to assist reservists who are activated. A total of 22 attorneys were recruited and four cases were assigned in 2002. (Appendix E)

Heartland played an integral part in the planning and organization of the ISBA's Talk to a lawyer Today" project in the fall of 2002, which was later held on Martin Luther King's Birthday on January 20, 2003. The Plan Administrator dedicated many hours to this project, including the volunteer lawyer training, video replay training,

development of forms, database, coordination of volunteers, as well as financial assistance for this project. Heartland organized all of the local attorneys, approximately 32, who staffed the statewide 800 number at the ISBA's Indianapolis office. Heartland also staffed 15 volunteer attorneys at a local walk-in site at donated space at the Julia Carson Government Center.

Heartland recruited three lawyer volunteers to speak on business, charitable gaming and tax-related subjects for COLAP's part of the Central Indiana Community Foundation seminars for nonprofit organizations. These lawyers were either government attorneys or from private practice.

NCLC works closely with the other service providers in obtaining speakers for its "Empowerment Mondays" educational programs in low-income neighborhoods. In addition to attracting government and private practice attorneys, NCLC has recruited attorneys from ILS, POPBP, Johnson County Bar Association and the I.U. Law School.

#### **D. PUBLICITY**

In addition to recruitment, Heartland is striving to develop a culture of pro bono through advertising and recognition of volunteers, clients and services. Numerous articles have appeared in print journalism and on the radio highlighting this program and the current need for volunteers. Each time an article has appeared in the local newspapers, several lawyers have contacted Heartland to learn more about the ways they could volunteer. Heartland recruits its active volunteer lawyers to speak to other lawyer groups about their positive experiences and to encourage their colleagues to join in the pro bono cause. The good working relationships established between the bar associations and Heartland have helped get the story out by providing heartwarming stories and unique perspectives of the lawyers and clients who have been involved in pro bono projects. (Appendix F)

#### **E. RECOGNITION**

In November 2002 Heartland sponsored a "Unique Joint Session of Judges" at its annual recognition event to honor pro bono volunteers in the moot courtroom at the Indiana University School of Law-Indianapolis. Supreme Court Justices, Court of Appeal Judges, Federal District Court Judges, and Marion Superior Court Judges joined the judges from the seven surrounding counties at this event. Award nominations were solicited from each bar association and each legal service provider. The Chief Justice presented the following wards:

- Barnes & Thornburg, the largest law firm in the state that instituted an historical firm-wide pro bono requirement;
- Herman Foster, a retired attorney who volunteers at the Indianapolis Legal Aid Society;
- Lynn Tyler, an attorney in private practice who volunteers at the Neighborhood Christian Legal Clinic;

- Scott Linneweber, a law student who has demonstrated extraordinary commitment to pro bono;
- Hamilton County Bar Association, which instituted a successful pro bono referral program and recruited over 50 attorneys to accept pro bono cases;
- Darrell J. Dolan, a solo practitioner who has represented over 14 clients in 2002; and
- Robert Ebbs, of Glaser & Ebbs, who has accepted over eight pro bono cases in 2002.

Free Ethics credit was offered to those attorneys who attended, and recruitment brochures were distributed to sign up new volunteers. Heartland plans to continue to host this recognition event annually and will continue to offer free Ethics credit to help in its recruitment efforts. (Appendix G)

#### **F. PRO BONO CASE REFERRAL**

Developing a close working relationship with one the District's largest providers, Heartland has been able to receive client referrals from Indiana Legal Services to place with volunteers to expand the delivery of pro bono services. Often cases are declined because of a lack of resources or due to conflicts of interest, and Heartland can now step in and offer representation to these eligible clients. As a result, Heartland has now become a resource for the entire district to screen and place cases with pro bono attorneys. This has become a significant part of the Plan Administrator's job, and as a result, 98 clients have received pro bono representation who may have otherwise gone unrepresented.

#### **G. TOLL FREE HOTLINE**

From its inception, Judge Dreyer and Heartland participants have been exploring the implementation of a toll free hotline for the entire district to provide one centralized resource for citizens to obtain referrals for pro bono attorneys. The initial idea was to try to develop a partnership with the Information and Referral Network, a United Way Agency, which operates the Help Line. This association seemed ideal since the IRN staff was already trained and knowledgeable about telephone intake and referral.

Many barriers have arisen in the past year with the general hotline concept and in the working relationship with the IRN staff. IRN staff felt that future implementation of a statewide 211 system would be able to handle all necessary referrals to existing legal service providers. The staffing of volunteer attorneys to handle intake on a daily basis was not manageable for a one sole part-time employee of Heartland who had many other existing responsibilities. The Board and IRN staffs have continued to meet to explore other possibilities to provide a centralized method for indigent clients to receive referrals through a hotline model.

## **H. PREVENTIVE LEGAL EDUCATION**

Heartland will be expanding its services into preventative legal education through its financial support of the “Empowerment Mondays” program offered by the Neighborhood Christian Legal Clinic. This exciting project, coupled with “Las Clases de Poder” workshops brings an entirely new element into the pro bono efforts of District 8. Preventative education to low income residents provides practical knowledge to empower citizens to make the right choices to avoid future legal problems. This project will recruit volunteer attorneys from private practice, government, current service providers, and bar associations, a combination that further demonstrates the strong unified force behind pro bono in District 8. (Appendix H, 1)

## **2002 VOLUNTEER LAWYER ACTIVITY**

<b>Legal Service Provider Agency or Organization (Include Bar Associations)</b>	<b>Number of Participating Volunteer Lawyers</b>	<b>Number of Volunteer Lawyer Hours Reported on Cases Closed in 2002</b>	<b>Number of Open Volunteer Lawyer Cases</b>	<b>Number of Low-income Citizens Receiving Limited Legal Information from Volunteer Lawyers*</b>
COLAP	25	?	2	N/A
Child Advocates	15	150	20	30
Heartland Pro Bono Council	246*	278	11 0	75
Hancock Co. Bar Assoc.	31	?	?	24
Indpls. Legal Aid Society	75	?	?	100
Indianapolis Bar Assoc.	315	951	?	1,568
Indiana Legal Services	41	120	205	619
I.U. School of Law (students only)	52	1,618	?	?
Johnson Co. Bar Assoc.	43	?	82	30
Kids' Voice	21	1,065	26	?
Marion Co. Bar Assoc.	41	311	44	53
Morgan Co. Bar Assoc.	45	0	0	0
Neighborhood Christian Legal Clinic	147	425	42	1,736
Marion Co. Protective Order Pro Bono Project	54(Lawyers) 51(Students & paralegals)	?	114	230
Hamilton Co. Bar Assoc.	52	1,250	5	20

**TOTALS**

**1,574**

**6,268**

**551**

**4,485**

\*Access to 320 lawyers from Barnes & Thornburg and Ice Miller.

<b>2002 VOLUNTEER LAWYER ACTIVITY, CONTINUED *</b>
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**Please list any volunteer lawyer activity category utilized by the organization receiving Pro Bono funding which was not included in the previous table. Include the definition and 2002 statistics for the category.**

At the Neighborhood Christian Legal Clinic 10 attorneys mentored other attorneys in their area of expertise, and 15 attorneys participated in the preventive legal education programs by lecturing.

Child Advocates obtained pro bono representation in conflicts and collateral matters at Juvenile Court in cases originated by guardian ad litem cases or adoptions.

Kids' Voice utilized two law students for legal research on guardian ad litem cases and obtained three volunteer attorneys to represent lay volunteer guardians ad litem in court when a staff attorney could not be present.



## 2002 VOLUNTEER LAWYER ACTIVITY BY TYPE OF CASE

Number Of Lawyers Participating In Pro Se Clinics, Call-In Services And Other Limited Informational Activities in 2002: **330 (estimated)**

Type Of Case (Primary Issue)	Total Of All District Legal Service Provider Active Cases Assigned To And Accepted By A Volunteer Lawyer.
Consumer/Finance	48
Education	8
Employment	17
Family	187
Guardianship	26
Juvenile	35
Health	9
Housing	22
Immigration/Naturalization	1
Income Maintenance	3
Individual Rights	7
Mediation	2
Wills & Estates	13
CINS	5
Adoption	3
Guardian ad Litem	5
Name Change	3
Patent	1
Criminal Record	1
Not-for-Profit	67
Protective Orders	117
Tax	1
Insurance	1
<b>Total Number of Cases</b>	<b>582</b>

## **2004 HEARTLAND PLAN & REQUEST**

### **I. RECRUITMENT & TRAINING**

Heartland's primary mission for 2004 continues to be the recruitment of additional attorneys to the pro bono family of District 8. As Judge Dreyer and the Plan Administrator work with the Board of Directors, Heartland will build on the previous plans and methods to expand initiatives to develop the culture of pro bono in central Indiana. These include: free legal training, reimbursement of expenses, mentor/expert panels of attorneys, free legal research, free legal support services, access to law students and paralegals; and malpractice insurance coverage.

Heartland has been successful in assisting local county bar associations to initiate county-based intake and referral programs for their indigent citizens. This relieves the already over-burdened staff of Indiana Legal Services, which services those counties. With some financial support (\$1,000 per county bar association) Heartland also offers its training and recruitment services to develop the volunteer base and the intake and referral process. The case referral process is explained with accompanying forms so that quality representation and client satisfaction can be monitored. Heartland will be working with the local bar presidents about co-sponsoring local recruitment/training programs, particularly a "Judges' Best Practices" type of seminar. With the start-up of the Boone and Morgan County local bar association based pro bono programs in 2003, Heartland has only one more county to assist in its pro bono program initiative.

Heartland plans to be an active participant in the next statewide "Talk to a Lawyer Today" program. Since the statewide call-in toll-free number is staffed in Indianapolis, Heartland is the logical entity to coordinate and recruit those volunteers, as well as assist in the marketing of the event locally. Heartland is planning to expand this program with walk-in sites in the surrounding counties since these bar associations have not previously participated in this type of program. This type of event fosters good will in the community and expands the volunteer base of the pro bono program, as well as provides free legal advice to local citizens. (\$3,000 estimated)

Heartland's board members are exploring a new recruitment initiative and will be forming an exploratory committee in 2003 to discuss a possible "Supreme Court Pro Bono Recruitment Day" in which the justices and other judiciary will lead a state-wide program in which pro bono leaders will call and sign-up at least ten attorneys to a pro bono program. District 8 will be the pilot project, which can then be expanded throughout the other districts. Heartland hopes to partner with the state and county bar associations in this project. (\$3,000 estimated)

Additionally, Heartland will sponsor its annual recognition event with the support of the judiciary to recognize and honor extraordinary pro bono attorney volunteers. Over 6,000

attorneys are formally invited to this event at which free Ethics CLE is offered. Following the seminar, a cocktail reception is offered which allows attorneys to socialize with the many judges in attendance. This event, coupled with the continuing print media articles of the volunteer efforts donated by the legal profession, reinforces not only the need for more volunteers, but also highlights the respect and gratitude from the public. (\$6,000)

Heartland will continue to partner with area legal services providers to offer high quality poverty law training seminars for a nominal fee in return for the attorney's agreement to accept pro bono referral cases. The Family Law seminar held annually in December has been particularly successful and the demand for family law attorneys continues to be the number one case referral. (\$1,000) Heartland is also planning to co-sponsor a Bankruptcy Seminar with the Neighborhood Christian Legal Clinic offering CLE at a nominal fee in exchange for pro bono case acceptance. (\$1,000)

Finally, Heartland intends to work with a public relations firm to develop a marketing campaign and strategy to build a strong pro bono culture within the legal community and to build the volunteer base of attorneys willing to actually take a pro bono case. Judge Dreyer has been conferring with local public relations firms to try to obtain some donated professional services. Despite the many different approaches Heartland has taken to recruit and train attorneys for pro bono, there remains a huge section of the profession who have not embraced the pro bono concept. Heartland continually researches and networks with other pro bono entities throughout the country about new ideas and approaches, and Heartland has tried most of them with some success. However there remain too many untapped volunteers who have yet to be convinced. Heartland strongly believes that a polished, professional public relations campaign must be launched in order to change the culture of pro bono in Indianapolis. Even with some donated services, such a project will require a significant financial investment in publicity and materials costs. (\$25,000)

## **II. DISTRICT PARTNERSHIPS**

Heartland will continue its important relationship with the I.U. School of Law-Indianapolis to offer numerous pro bono opportunities for law students. By initiating pro bono service early in law students' training, Heartland hopes that these future attorneys will expand the pro bono practice so that every attorney will automatically include pro bono activities in their professional life.

The I.U. School of Law celebrated "A Decade of Giving" in 2003 recognizing the ten-year anniversary of the pro bono program. Since 1993, law school students have donated more than 30,000 volunteer hours to the District 8 community through the pro bono program. Through its contribution to the salary of the full-time Pro Bono Coordinator, Heartland will be assisting in the expansion of the number of students participating and the fostering of relationships with participating agencies and volunteer lawyers. Since Heartland began contributing to the salary of a full-time coordinator, there has been an increase of 3,987 student volunteer hours through its participation with over 10 local legal service providers. (\$15,000) (Appendix H, 1)

Indianapolis Legal Aid Society is renewing its former partnership with the Indianapolis Bar Association in order to draw from the bar's membership for pro bono case referral. Legal Aid was once a project of the IBA, and as financial resources dwindle for area service providers, this joint venture provides Legal Aid with much needed bar membership support.

Heartland will further nurture and support the other existing county bar association pro bono programs. Now that all counties, but one, have in place an intake and referral process, it is important to continue to assist the bar associations with recruitment, training and recognition.

### **III. SUPPORT SERVICES**

In order to attract attorneys to volunteer, Heartland provides many free support services to make pro bono representation easier, less costly, and less time-consuming. Heartland will continue to offer the same services as previously mentioned in its 2002 Annual Report, and will continue to pursue additional agencies to offer free support services.

The cost of the District-wide malpractice insurance coverage has not increased over the past two years (\$3,000), but the reimbursement of litigation costs has more than doubled as more attorneys are accepting pro bono case referrals. Therefore, Heartland is increasing this budget item to ensure that all participating attorneys will be reimbursed for their out-of-pocket expenses. (\$7,500)

### **IV. DISTRICT PROGRAMS**

To assist local service providers in their efforts to provide pro bono services to the indigent, Heartland proposes to provide the following financial contributions:

#### **A. Kids' Voice**

Kids' Voice is a not-for-profit organization that promotes, protects and preserves the well being of children. There are three programs within Kids' Voice: the Children's Law Center, Parent –Child Visitation, and CASA for Kids. Pro bono attorney Guardians ad litem (GALs) represents approximately 60 children a year. At a rate of \$150.00 per hour, the monetary value of pro bono services provided to children each year by the attorney GALs is \$450,000.

As Heartland strives to provide as many volunteer opportunities as possible, guardian ad litem projects offer unique opportunities for government attorneys to participate that are limited by specific ethical and regulatory considerations. The web-based training project that Heartland proposes to partially fund will provide statutes and case law relevant to contested guardianship proceedings and paternity/dissolution matters. It will also provide form pleadings and orders, as well as instructions and samples of GAL reports. Heartland has previously provided financial assistance to Kids' Voice in the drafting and printing of a training manual for GALs that is essential in the training of volunteers. (\$1,410) (Appendix H, 2.)

## **B. Protective Order Pro Bono Project**

The Protective Order Pro Bono Project of Greater Indianapolis (“POPBP”) was created in 2001 to provide pro bono legal services to victims of domestic abuse in civil protection order hearings. To date POPBP has represented more than 200 indigent clients in hearings and counseled as many as a 100 victims in safety information and shelter options. Current Marion County statistics indicate that approximately 1,400 Protection Orders have been filed in the first four months of 2003, which averages out to approximately 107 Protection Orders per week or 5,600 orders per year. The POPBP provides a significant service to indigent victims of domestic violence and further provides a unique partnership of pro bono attorneys with volunteer law students and paralegals.

Previous funding of personnel of the POPBP has been through the federal Department of Justice Violence Against Women grant. The future funding of this grant will not be announced until the fall of 2003 or later, and the current economic and political climate will likely affect the federal funding of this program. Therefore, Heartland has included in its 2004 Budget a 40% financial contribution to the Project Director’s salary for 2004. (\$25,000) (Appendix H, 3)

## **C. Preventive Legal Education**

The Neighborhood Christian Legal Clinic (“NCLC”) with the assistance of Heartland has been providing preventative legal education for low-income families for the past two years. This program fulfills the requirement of Rule 6.5 of the Indian Rules of Professional Responsibility:

“(g) To ensure an active and effective district pro bono program each district committee shall do the following:

...(8) making representations to persons of limited means regarding their rights and obligations under the law;” ...

This funding would assist in the staffing for the program, and for marketing, incentives, volunteer appreciation and facility usage.

The NCLC partners with 24 other non-profit organizations in sponsoring “Empowerment Mondays” and two separate programs in Spanish entitled “Las Clases de Poder”. The workshops have provided 734 low-income participants with practical information that has empowered them to make positive choices, understand their rights, and avoid or mitigate circumstances that cause legal problems.

Heartland’s financial contribution to these preventive legal educational programs constitutes about 14% of the total program budget. The pro bono volunteer attorneys who speak at these programs provide approximately \$8,000 in value of donated services. (\$10,000) (Appendix H, 4)

## **V. INTAKE & REFERRAL**

Heartland will continue to be a district-wide resource for client intake and referral. To date, Heartland has placed 160 clients with a pro bono attorney, and these clients would have gone unrepresented but for the services of Heartland. However, the Board of Directors wants its sole employee to prioritize her time in 2004 to recruitment and training rather than intake, referral and monitoring of cases. The Plan Administrator throughout 2002 and through the first half of 2003 has been spending 75% of her time on intake, brief service and advice, and referral of cases. Additionally, a significant amount of time is spent in the monitoring of those cases, with telephone calls from the clients, requests from the attorneys, and coordination of available services and resources. Therefore, Heartland is now directing all potential clients first to the existing legal service providers and then advises them to contact Heartland once all those resources have been exhausted.

There are many barriers to clients in obtaining representation through the existing legal service providers. Conflicts often arise because the opposing party is also seeking pro bono representation through these same resources. Also, some agencies use joint income guidelines in family law cases even though one spouse is physically separated from the other spouse and has no independent income. Finally, many clients in the domestic law arena are turned away due to the lack of available resources within the agencies. It is this type of client that Heartland usually serves.

Heartland will continue to offer its high quality intake of clients and will place appropriate cases with attorneys who practice in that area of law or who have specifically requested that type of case. The Plan Administrator determines clients' financial eligibility, and then initiates the contact with the individual attorney for a conflicts check and the attorney's availability and interest. A separate file for each client is opened and maintained and is backed up in a computer database. A letter with tracking forms is sent to each attorney volunteer enclosing all of the legal paperwork that has been obtained. A follow-up telephone call and letter is sent to the client advising the client of the name, address and telephone number of the attorney. Once the attorney has met with his client, the attorney returns to Heartland a completed Initial Disposition Form indicating that his pro bono presentation has begun. If there has been no communication from the attorney or client within six months, Heartland sends the attorney a Status Report form. Upon completion of the case, the attorney submits a Closing Memorandum form and request for reimbursement of expenses. A Client Survey is mailed to the client with an enclosed self-addressed stamped envelope. Judge Dreyer sends a personal letter of appreciation to every attorney volunteer and to any other volunteer support person or service provider and encloses a complimentary pad of Heartland post-it notes. The Plan Administrator follows up by forwarding to the lawyer a copy of the Client Survey, which is often full of glowing compliments and gratitude, which helps promote retention of volunteers. This detailed monitoring for legal quality assurance, client satisfaction, as well as volunteer satisfaction and appreciation was created in 2001 pursuant to the American Bar Association's Pro Bono Standards.

## **VI. SALARY & OVERHEAD**

The salary for the Plan Administrator will be \$46,000 and will be the sole personnel expense for Heartland. Heartland continues to partner with Indiana Legal Services for office space, supplies, computer, telephone, and management of payroll for \$15,040 annually, which is a significant savings to Heartland compared to equivalent leased space and office expenses. Heartland has been exploring throughout 2003 the use of donated office space in order to reduce these overhead costs.

The Board of Directors has requested an audit covering the 2002 calendar year, which is currently being undertaken and should be completed by the end of July 2003.

# 1. Joint efforts, activities and programs

## A. Training Seminars

Heartland has been and will continue to plan and support co-sponsored poverty law training seminars with **legal services providers** and **county bar associations**. These joint efforts have proven to be reciprocally beneficial to all parties involved, including the providers, the attorneys, and the indigent clients. Since the demand for pro bono attorneys in the family law area continues to be the overwhelming client need, Heartland will continue to be client-driven and co-sponsor the Family Law seminar in December, which has attracted hundreds of new family law volunteers who will represent these clients in return for free CLE and excellent legal training.

Additionally, Heartland will work with the **NCLC** and the **IBA** to sponsor a Bankruptcy seminar since the demand in this area is growing due to the weakening economy and higher unemployment rates. New volunteer attorneys are needed in the Bankruptcy area to meet this growing need.

As the surrounding **county bar association pro bono programs** grow, jointly sponsored legal training programs held in the county seat attract new interest in the legal profession and offer locally held CLE opportunities that otherwise would not exist. Heartland concentrates on utilizing local talent and experience to develop the pro bono culture and tries to maintain a low profile and allow the county bar association president the opportunity to lead his colleagues into this important arena. Heartland is hoping some of the counties will combine resources with Heartland to offer a “Judges’ Best Practices” training seminar, which will provide a great opportunity for the local judiciary to lead by example in pro bono recruitment. We are also discussing holding some county-based recognition events of the outstanding lawyer volunteers in those communities.

The **Indiana Paralegal Association** continues to be an active participant in District 8, offering pro bono services to the Protective Order Pro Bono Project, as well as offering assistance on a case-by-case basis to volunteer attorneys.

## B. Recruitment Projects

Heartland is working closely with the **Indiana State Bar Association** on the “Talk to a Lawyer Today” project. Heartland has played an integral role in the initial project held in 2003, and coordinated all aspects of the project with the IBA and ISBA staff, individual attorney volunteers, and other Plan Administrators. As previously noted, Heartland is planning to help organize a couple of walk-in sites in the counties surrounding Indianapolis. The videotaped training sessions for Talk to a Lawyer Today could be replayed in those local counties to train the participating volunteers as well as provide free legal training. This training video could also be used by other local bar associations for high quality free CLE training that Heartland will organize and make available for additional recruitment and recognition projects.



An additional recruitment project that Heartland is currently exploring is the previously mentioned working title of “**Supreme Court Pro Bono Recruitment Day**”. This district-wide project would include as many of the local county bar associations that would join in this coordinated one-day recruitment drive to add volunteers to the pro bono rosters. The commitment from the Supreme Court justices and local judiciary will add significant support to these efforts. It is proposed that individual attorneys will contact a specific number of their colleagues to personally recruit them to volunteer for pro bono case referrals. It is hoped that this one-day emphasis with a personal approach by hundreds of current dedicated volunteers will bring more attorneys into the pro bono fold.

Heartland’s annual recognition event, co-sponsored with the nine county bar associations, is an additional method of recruitment, if only indirectly. Recruitment brochures are made available at the event and the speakers all stress the need for volunteers and urge those in attendance to sign up.

The combination of recruitment approaches should continue to draw in new volunteers so that the existing legal service providers will have access to more attorneys for case referral as well as assist Heartland in its own case referrals.

### **C. Other Coordinated Programs**

Heartland has been working with the **Marion Superior Courts** on its **Family Law Court Project**. The judges have formed a committee to develop a support system for indigent clients, and the “working poor” to offer a coordinated effort with pro bono attorneys, domestic counseling and mediation. Since the Marion County Local Court Rules require mediators to accept pro bono cases, Heartland has assisted in the formation of a volunteer panel of lawyers and mediators and has assisted in developing the process of intake and referral.

In addition to providing financial support to some of District 8’s Pro Bono Coordinators, Heartland also works closely with all of the **legal service providers** through client referral, volunteer lawyer referral, and the numerous support services Heartland offers. Heartland started and will continue throughout 2004 to work with Indiana Legal Services on its website for *pro se* clients and volunteer attorneys. Heartland’s Plan Administrator has been on the planning committee with ILS and has recruited numerous attorneys and student volunteers to draft the various legal information sections that will explain numerous poverty law issues in a question and answer format.

Judge Dreyer will continue the joint venture with the **Notre Dame Law School Alumni Association**, which has provided financial support to summer law students who volunteered with District 8 legal service providers. In 2003 three law students from Notre Dame worked with Children’s Law Center, Indianapolis Legal Aid Society, and Heartland.

Finally, Heartland and **the Indiana University School of Law – Indianapolis** will continue to partner on providing law students to legal service providers, to the Protective Order Pro Bono Project, and to volunteer attorneys who need legal research and other assistance. This

partnership has been invaluable to the pro bono community and will continue to foster the commitment of pro bono within the legal profession.

**2. Number of cases in District 8 awaiting assignment to a volunteer pro bono attorney as of the date this report was prepared:**

7 (Heartland only; other statistics unavailable for rest of District)

**3. Percentage estimate of the type of cases awaiting assignment:**

83% Family Law; 16% Real Estate.

**4. List the efforts that will be made to recruit new pro bono volunteer lawyers.**

Heartland will be undertaking the following projects to recruit new pro bono attorneys:

1. Supreme Court Pro Bono Recruitment Day
2. Talk to a Lawyer Today Project
3. County bar association based Judges' Best Practices or other free legal training seminars held in the county
4. Free Family Law Seminar
5. Free Bankruptcy Seminar
6. Use of edited and revised pro bono recruitment video
7. Follow-up meetings with larger law firms in Indianapolis about their pro bono policy
8. Annual Volunteer Recognition Event
9. Professional development of a recruitment strategy and campaign
10. Continued publicity in print media about the successes of attorneys who represent indigent clients

Since most of these efforts have been previously detailed, explanations will not be repeated. However, Heartland's efforts to arrange follow-up meetings with the Indianapolis law firms is a priority for Judge Dreyer to continue to stress to these firms the overwhelming need in our community for their donated legal expertise.

Heartland maintains that it takes a multiple pronged approach to engage these firms in pro bono activities. Therefore, personal visits accompanied by continued press coverage, free support services, free legal training, free paralegals, law students and mediators, and reimbursement of litigation expenses will help sell the pro bono message. Hopefully this approach will be refined and supplemented by a professional media consultant to help drive this message home throughout the district's legal community.

## 2004 PRO BONO DISTRICT ACTIVITIES

Please check the activities, which your district organization will provide during 2004 to support the pro bono efforts of the attorneys in your district. If the activity is provided by another organization in your district, please put a plus sign (+) in the blank following the activity.

- ☒ Providing intake and screening of prospective clients    \_\_+\_\_
- ☒ Providing referral of prospective clients    \_\_+\_\_
- ☒ Matching cases with individual attorney experience    \_\_+\_\_
- ☒ Establishing and/or maintaining specialized panels of volunteer lawyers based on area of practice emphasis    \_\_\_\_
- ☒ Providing resources for litigation and out-of-pocket expenses    \_\_\_\_
- ☒ Providing legal education and training for pro bono attorneys in areas of practice emphasis useful in providing pro bono civil legal service    \_\_+\_\_
- ☒ Providing the availability of consultation with attorneys whose practice concentration is in an area of law about which a volunteer lawyer is providing pro bono civil legal service (mentoring)    \_\_\_\_
- ☒ Providing malpractice insurance for volunteer pro bono lawyers    \_\_\_\_
- ☒ Establishing and/or maintaining procedures to ensure adequate monitoring and follow-up    \_\_+\_\_
- ☒ Establishing and/or maintaining procedures to measure client satisfaction    \_\_+\_\_
- ☒ Recognizing pro bono civil legal service by lawyers    \_\_+\_\_
- ☒ Providing community outreach, legal education services or programs    ±
- ☒ **Providing pro bono civil & domestic mediators**
- ☒ **Providing pro bono depositions & investigative services**

Although Heartland provides all of the above services, some of the other legal service providers also provide some of these services within their own agency.

## 2004 DISTRICT BUDGET FORM

COST CATEGORY	IOLTA \$	OTHER \$	DONATED	TOTAL	2003 Revised & Estimated
<b>A. Personnel Costs</b>					
1. Plan Administrator	46,000				45,000
2. Lawyers					
3. Paralegals					
4. Others			X		
5. Salary Subtotal					
6. Employee Benefits FICA	3,060				3,060
7. Total Personnel Costs	49,060				48,060
<b>B. Non Personnel</b>					
1. Occupancy	3,600				3,060
2. Equipment Rental + etc.	4,870				4,870
3. Office Supplies	858				6,023
4. Telephone	2,652				2,652
5. Travel	3,000				2,000
6. Training	8,000				5,000
7. Library			X		
8. Malpractice Insurance	3,000				3,000
9. Dues and Fees					
10. Audit	2,000				5,000
11. Contingent Reserve Fund for Operating Expenses					
12. Marketing and Promotion	25,000				5,000
13. Litigation (Includes Expert Fees)	7,500				3,000
14. Property Acquisition					
15. Volunteer Recognition	6,000				6,000
16. Contract Services to Clients					
17. Contract Services to Program					

to Program					
18. Other					
19. Total Non Personnel Costs	66,480				45,605
C. Total Expenditures	183,950				93,665
1. Total Program Disbursement	68,410				53,000
2. Litigation Fund *					

\*Reserves in this category are not required to be resubmitted to the IBF if not spent during the allocation calendar year.

## **APPENDIX**

A. Recruitment Articles

B. Recruitment Brochure & letter

C. Training seminars

D. Indianapolis Bar Association

E. Indiana Operation Enduring Lamp

F. Volunteer Recognition Publicity

G. Annual Awards Recognition Event

H. District Providers' Programs

1. Indiana University School of Law – Indianapolis
2. Kids' Voice
3. Protective Order Pro Bono Project
4. Neighborhood Christian Legal Clinic